

**APPROVED MINUTES  
MEETING OF THE BOARD OF COMMISSIONERS  
PORT OF BROOKINGS HARBOR DISTRICT**

**Friday, December 27, 2019**

The Port of Brookings Harbor District met in regular session on the above date at 10:00 A.M. open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415.

**1. Call Meeting to Order:**

**I. Roll Call:**

- Commissioners present: Treasurer Joseph Speir, Secretary Sharon Hartung, Chairman Roy Davis via phone, and Kenneth Range. Vice Chairman Richard Heap was tardy.
- Staff present: Port Manager Gary Dehlinger, Harbormaster Travis Webster and Administrative Assistant Danielle Shepard.

**II. Modifications, Additions, and Changes to the Agenda:**

- There was no modifications, additions or changes to the agenda.

**III. Declaration of Potential Conflicts of Interest:**

- There was no declaration of potential conflicts of interest.

**2. Approval of Agenda:**

- I. Speir made a motion to approve the agenda as written. Second by Range. **Motion passed 4-0.**

**3. Public Comments:**

- I. No public comments.

**4. Action Items:**

**A. 2015 Strategic Business Plan (5-year update – 2020):**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Range made a motion to update the 2015 Strategic Business Plan using a consulting group to facilitate the review. Schedule the completion of the update by 2020-year end. Second by Speir. **Motion passed 4-0.**

**B. Pre-Disaster Mitigation Grant:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Chairman Davis left the meeting
- IV. Hartung made a motion to proceed repairing Basin 2 slopes and dredging under FEMA Disasters 4432 and 4452. Second by Speir. **Motion passed 4-0.**

**C. Beachfront RV Park Restroom Replacement Plan:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Vice Chairman allowed public comments.
- IV. Vice Chairman moved discussion back to the Commission.
- V. Range made a motion to resume loan documentation for a new restroom and pull-thru sites for Board approval plus an additional room for a laundry mat, including machines. Second by Hartung.
- VI. Range withdrew his motion.
- VII. Heap made a motion to direct the Port Manager to contact Crow & Clay Associates and get a revised estimate for the drop in bathroom and a prefab building sufficiently sized to handle four washer and dryers and also the cost estimate for the purchase of the washer and dryers and come back to the board for approval. Second by Hartung. **Motion passed 4-0.**

**D. Building Self-Storage Units:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Hartung made a motion to approve when funds are available, prepare the ground within the fenced area to store boats/boat trailers as secured storage. Relocate all unsecured trailer storage into secured storage areas. Plan for future development of all commercial bare ground space though the Strategic Business Plan. Second by Speir. **Motion passed 4-0.**

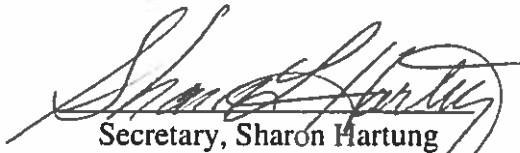
**5. Information Items:**

- A. None

**6. Next Regular Meeting Date – January 17, 2020, 6:00 pm**

**7. Adjournment:**

- I. Vice Chairman adjourned the meeting at 11:45 am.

  
Secretary, Sharon Hartung

1-28-20  
Date Signed

*An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com)*